

**Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 15th March 2017 at 5.45 pm**

Present: RP Rob Pritchard, Chair RR Rob Rogers, Principal Litherland High School ABE Alison Bennett, Teaching Staff Governor JB Joanne Butcher, Parent Governor SP Suzanne Pomford, Parent Governor FMF Frank McFarlane, Business/Community Governor TMK Tracy McKeating, Business/Community Governor IM Ian Mitchell, Business/Community Governor CMU Carmel Murphy, Non Teaching Staff Governor CP Craig Parkinson, MAT Chief Operating Officer LK Linda Kinsella, Acting Clerk to the Governors New Governor: AB Adele Browne		Apologies: KL Karen Lynskey, Education Governor WK Wendy Kenyon, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor DR Daniel Rankin, Business/Community Governor		Non attenders: nil	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
Welcome and Apologies for Absence	Welcome from the Chair. Apologies from KL, WK, SM and DR.				
Presentation on School Attendance	Mrs L. Roberts, Assistant Principal gave an overview of LHS school attendance looking at the attendance trends. She informed Governors on the dashboard figures for 2015/16 and gave percentages by whole school, male/female, FSM and PP during 2014/15, 2015/16 and 2016/17. LR highlighted where improvements had been made. The figures quoted are up to February half term, and these will increase over the forthcoming academic year. The whole school attendance target is 95% and PA target is 12%.				

	<p>The Chair questioned Mrs Roberts on current school attendance in terms of target figure with and without exclusions. PA is currently 20.7%, if exclusion figures were removed, percentage would be 3% lower. Mrs Roberts outlined to Governors the impact of student absence and explained the cumulative effect when a student has time off. Mrs Roberts and the Attendance Team identify who the students are, and the students will change each term. The Behaviour Welfare Officers work closely with the 90-94% cohort and will be subject to monitoring and intervention until improvements are demonstrated.</p> <p>IM asked if the Attendance Team understood the reasons behind the absences. Mrs Roberts assured him of this, and explained that some families were hard to reach and difficult to engage with due to a number of issues. There are some vulnerable groups, students with social and emotional problems.</p> <p>The Senior Leadership Team also review the whole school and cohort attendance information weekly.</p> <p>The gap between PP/Non PP was discussed and narrowing the gap.</p> <p>Mrs Roberts informed that LHS has a zero tolerance on poor attendance. After five or more days absence, there is an automatic £60 fine. LR explained that there are key times during the start / end of terms when parents withdraw students for holidays. Up to February half term, 65 fixed penalty notices have been issued. These fines are issued externally by Sefton Local Authority. If parents do not pay, they are at risk of the fine increasing to £500.</p> <p>LR explained that there is not only the impact on attendance of having a holiday during term time, but there is also evidence of the negative impact of low attendance on achieving A*-C grades.</p> <p>Mrs Roberts informed of the positive impact the Behaviour and Welfare Officers were having on the 90-94% cohort with increasingly more students coming off the monitoring list. The Attendance Team also have the support of the Local Authority Education Welfare Officers.</p>				
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	<p>There are a number of students accessing Complementary Education. Complementary Education is for students with specific needs. Currently there are eight students with some further applications pending. Of these, there are six Year 11 students, which all have an impact on the school's overall attendance.</p> <p>Mrs Roberts informed the Governors that attendance information is also available on the school website. She urged any Governor wishing to ask any further information not to hesitate to make an appointment to come in and speak with her.</p> <p>FMF asked is the 12% target ambitious? Mrs Roberts thought the target to be challenging but realistic.</p> <p>The Chair thanked Mrs Roberts for her presentation and information provided.</p>				
<p>Welcome and introductions</p>	<p>The Chair welcomed Mrs Browne as a new Parent Governor. He noted that Mr R. Cowen will also be joining the Governing Body as a new Parent Governor but was not present this evening.</p> <p>The Governors took it in turn to introduce themselves to Mrs Browne.</p> <p>Mrs Browne and Mr Cowen will be requested to join one of the Sub Committees: Achievement and Standards/Teaching and Learning which has been merged; or Personal Development, Behaviour and Welfare.</p>				
<p>Agree Minutes of last FGB Meeting and matters arising</p>	<p>Minutes from 25/1/17: Actions were addressed from the previous meeting:</p> <p>Governor Vacancies – The two candidates were invited into school and have been put forward as new Parent Governors.</p> <p>Bus routes – RR informed the Governors that at the moment school currently uses the minibus to collect individual students from designated pick up points. This is not cost effective or viable on a larger scale. Transportation is a barrier to some student attendance and RR is still in the process of investigating viability of service buses and routes. RR to report back to Governors on progress made.</p>	<p>Report back to Governors</p>	<p>RR</p>	<p>Next FGB</p>	

	<p>be initial temporary repair costs which will need to be borne by school in the first instance, however they will be covered under the Risk Protection Insurance. School will need to speak to the MAT if cash flow issues arise. FMF asked if Insurers have agreed to cover the costs? CP said the loss adjustors have indicated that they will ask RPA to accept the claim. RP asked if this can be in writing to the school. CP confirmed it will be. CP informed that the initial temporary repairs have been carried out by a local contractor. Quotes were sought for the temporary repairs which were in the region of 12K. CP noted for the records that the School's Operations Manager (Mr Fessey) had worked tirelessly over the last few weeks to ensure school was safe and operational. The Governors thanked Mr Fessey and all staff involved with this.</p> <p>Finance: The commentary was provided and the figures were up to and including Period 5 (to 31 January 2017). There have not been any significant changes and the largest expense continues to be External Alternative Provision e.g. Impact Educ8, Cornerstones and Mode who provide 2/3 day vocational placements. A breakdown was provided to the Governors on the professional fees incurred as they are significantly over budget. SM questioned on LHS external provision compared to off-site provision and the needs of students going out to external providers.</p> <p>SEN funding requests from Mrs Roberts may bring additional funding but TMK informed that these cannot always be relied up. These are behind budget forecast.</p> <p>RP informed that the LHS Alternative Provision (Sterrix Centre) will be closed from next year, therefore Governors will need to look at the strategy for this going forward. RR informed that there will be some Alternative Provision in house within the main school and also external providers. This will be an agenda item for the next Finance and Full Governors.</p> <p>The costs of external providers do mount up but RR explained the difficulty of balancing provision for students who have been excluded.</p>	<p>Alternative Provision as agenda item</p>	<p>Clerk/Chair</p>	<p>Next Finance Committee and Full Governors</p>	
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	<p>TMK informed that this is the experience of all schools and somehow we need to be creative how we face these challenges. Providers are also mindful of this and competitiveness is beginning to show.</p> <p>At the recent Staff Awareness meeting, staff were informed of the budget deficit and the significant savings that are required over the next 3 years. RP informed that the process will be from top to bottom, with the first stage now complete with two Co-Principals becoming Principal and Vice Principal. Mr Rogers as Principal will now meet with those staff affected, and once meetings taken place, will share pools going forward.</p> <p>A summary of those affected areas from the staff awareness meeting was shared with all Governors. This included the savings within the Leadership Team, Core Subject areas and non-renewal of fixed term contracts.</p> <p>RP informed that meetings have now taken place with Trade Unions and staff and will now pick up pace once the formal process begins. Unions have been appreciative that that restructure process is top to bottom.</p> <p>There were concerns expressed about the budget and RP informed Governors of the importance of the restructure process.</p> <p>IM questioned the current balance is close to end of year estimated budget. CP informed that from Period 6 onwards the MAT Financial Controller will start the process of forecasting. CP will ask Mrs McConville to attend the next Finance Committee for Governors to question in more detail.</p> <p>CP explained there are funds in an old reserve account which needs to be accessed with old signatories. The Finance Officer will action this.</p> <p>RP spoke of the challenges ahead and the need for Staffing Committees for the restructure. RP asked the Governors if they have any preference on which Committee they sit on to let him know.</p>	<p>Request MAT Financial Controller</p> <p>Access funds</p>	<p>Clerk/CP</p> <p>Finance Officer</p>	<p>Next Finance Committee</p> <p>As soon as possible</p>	
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Update on Safeguarding Learning Walk	As above, actions from the previous minutes.				
Governor Structure	<p>The Committee Structure was discussed. The Governors spoke about a vacancy for an Education Governor. However, with the skills of Mr McFarlane and Mrs Lynskey with the support of the Principal and Senior Management Team, the Chair considered this aspect was more than adequately covered.</p> <p>The two new Governors will be joining a Sub-Committee, Chair to allocate.</p>	Allocate new Governors to Sub-Committees	Chair	As soon as possible	
AOB	School Production of 'We Will Rock You' will take place on 21/22 March, all Governors welcome. To see Ms Bennett for tickets.				
Date of next meeting	Wednesday 17 th May 2017.				

Signed (Chair): _____

Date: _____